

[AGENCY NAME] - CODE OF ETHICS ANNUAL ACKNOWLEDGEMENT STATEMENT

My supervisor/manager and I have reviewed and discussed the *[Agency Name] – Code of Ethics*. I understand that my signature on this document indicates that I have read and fully understand the prohibited activities and my professional ethical conduct responsibilities as an employee of the [Agency Name] as described in *[Agency Name] – Code of Ethics*.

Employee signature

Date

Supervisor/Manager signature

Date

Note to Supervisor/Manager: The review and discussion of [Agency Name] – Code of Ethic is an annual requirement. This signed document shall be submitted to [Agency Name]- Human Resources along with the employee's annual performance evaluation.